

Pennsylvania Wing Civil Air Patrol



Staff Reports

15 January 2010

Chief of Staff Report

New Wing Email Addresses:

Pennsylvania Wing now has a new email address for the main headquarters. Members may begin using the new address hq@pawingcap.com immediately. The old address is still being monitored, although an auto-responder informs senders to use the new address.

Other new addresses include:

pao@pawingcap.com	- Public Affairs
pdo@pawingcap.com	- Professional Development
lgt@pawingcap.com	- Transportation
license@pawingcap.com	- Drivers License questions

The Compliance Inspection (CI) is scheduled for 5-7 May 2012. The nations schedule for CI's is online here: http://www.capmembers.com/cap_national_hq/inspector_general/inspections_schedule.cfm

Staff Additions and changes:

Ch. Major Gene Walters has accepted a position as Wing CISM director. Asst. Ch. Captain Randall Matheny will move into the Wing Chaplain position.

Captain Will Schlosser moves into the Wing Emergency Services Officer role.

Captain Suzanne McBride comes onboard as Asst. Personnel and Asst. Administration officer.

New Squadron Charters

We're pleased to announce the activation of 2 new unit charters to the growing list of squadrons in the Wing.

Group 2 welcomes the new unit at Bedford. The new Bedford Composite Squadron, number 335, is under the command of Maj Ben Gottshall who comes to us from Indiana Wing.

Group 5 welcomes the addition of the Selinsgrove Cadet flight, number 522, under the command of Lt Lee Ann White.

Tax Exempt Certificate Updated:

The new PA Tax Exempt certificate is now on the Wing Web site for members and units to download. This new certificate expires 10/31/2015.

Direct link here:

http://www.pawingcap.com/docs/PA-Wing_Tax_ExemptOct2010.pdf

March Wing Staff Meeting

The March Wing Staff meeting will be held Saturday, 19 March in State College, at the University Park Airport (KUNV) general aviation terminal conference room. The meeting begins at 1pm.

2011 Cadet Competition

The annual Pennsylvania Wing Cadet Competition will be Saturday 19 March on the main campus of Penn State University in State College. Registration details will be sent via Constant Contact to the membership by the end of January.

Regards,
r/

ROY A. Long, Major, CAP
Chief of Staff
Pennsylvania Wing Civil Air Patrol

Safety – Lt Col Barry Metz

No Report Submitted.

Aerospace Education – Lt Col Lentz

No Report Submitted.

Cadet Programs – Lt Col Brinker

Report for Wing Staff Meeting under Cadet Programs about ENC/CLS 2011:

PAWG Encampment and Cadet Leadership School will be held Saturday June 18 to Saturday June 25, 2011 at Fort Indiantown Gap (Area location TBA). The application process for students will begin on/around March 15, 2011 with a deadline of June 1, 2011. More information can be found at: <http://www.pawingcap.com/enc>.

Any help from Group Commanders and Wing Staff to get the word out to the membership would be greatly appreciated.

The staff selection process including in person interviews for new staff is taking place January 15th. Any cadets or seniors with extenuating circumstances who were not able to apply for or attend interviews should contact me ASAP. I can be reached at hlweaver035@gmail.com. We hope to have our final staff roster complete and published by February 1.

We are looking forward to another outstanding training opportunity for the cadets of PAWG this year.

HEATHER WEAVER, Major, CAP
Commander
PAWG ENC/CLS 2011

Counter Drug – Lt Col Falavolito

There are 136 PAWG members in the CD program. Six new members are awaiting National's clearance. CD training is Sat. 16 Apr.11 at the Gap.

We again expect to do 600-700 CD mission hours from 1 June - 30 Sep.

PAUL FAVOLITO, Lt Col., CAP
Counterdrug Officer
Pennsylvania Wing Civil Air Patrol

Operations – Lt Col Gary Metz

1. Due to a lack of funding the Monthly Training Mission for January 2011 has NOT been approved.
2. Due to a lack of funding the Monthly Form 5/91 for January 2011 has been CANCELLED.
3. O-Flights have been greatly reduced to less than 6 total paid A/F flights per the 7 Groups.
4. Non A/F paid O-Flights are now authorized as a B Flight. Will modify WMIRS to allow for B type o-flights.
5. All requests for paid training must first go through the respective Group Commander, then follow the normal WMIRS instructions for missions.
6. All training missions, whether paid or self-funded must still go through the existing procedures.
7. At this time, there is no money available for any training, expect CAP HQ to load the new limited funding by the end of the month.
8. All 172's and round gauge 182's will be going to Penn Avionics for new 406 ELT starting this month.

9. Still waiting for Group Commanders to submit updated OIC list for maintenance Officer.
10. Will be setting up exclusive Group Missions as soon as the funding is available.
11. Working on other sources for training funding.
12. Several special AF HLS missions coming on-board for the remainder of the year.
13. Need to find out if CD mission flying is affected by the budget cuts.
14. MACS on hold pending other types of funding. OPS Plan is forthcoming.
15. Need to determine funding for PEMA exercises and PEMA actual missions.
16. Need to review new directive from 1st AF concerning airborne photography.
17. Still receiving undocumented and incomplete ES requests for approvals.

GARY METZ, Lt Col., CAP
Director of Operations
Pennsylvania Wing Civil Air Patrol

Emergency Services – Capt Schlosser

Emergency Services Force Readiness

Emergency Services in conjunction with Operations has been working hard to streamline specialty qualification through developing work flows for Emergency Services personnel at the unit level. Additionally, procedures are starting to be developed and publicized as to how to develop ground based small unit training with maximum cost effectiveness and minimal burden to the unit, while still providing for quality training that counts towards specialty qualification.

Status of Emergency Services Force

IC -13

MP - 62

GTL - 110

MO/MS - 197

GTM/UDF - 344

Mission Base Support Personnel (Comm, Directors, Safety, Flight Line, etc) - 173

GES - 1306

Alerting

A group level alerting document has been prepared to be distributed towards the IC. This has been done in conjunction with the Group Command, Emergency Services, and Operations personnel.

Projected Tasks

1. Prepare a comprehensive training and paperwork reporting plan for Group Commanders/ES Officers to ensure timely approvals of specialties.
2. Work with Groups on coordinating training for maximum cost effectiveness
3. Work with operations to develop distributed learning environments for aircrew to ensure adequate personnel
4. Review current agreements as appropriate

Respectfully Submitted,

WILLIAM SCHLOSSER, Captain, CAP
Emergency Services Officer
Pennsylvania Wing, Civil Air Patrol

Aircraft Management – Capt Weckerle

Within the past 30 days there has been very little maintenance activity for our aircraft stationed in the West. N9433L, N9824L, N981CP, N94800 are all fully mission capable. N656CP just completed its annual inspection and is awaiting pick up in New Jersey.

In the Central, N99196 is fully mission capable and will soon be flown to New Jersey for a scheduled engine change. During its stay in New Jersey N97313 will be

stationed in University Park. Our new C-182, N644CP, has flown several times and is due a 50 hour oil change in about 9 hours. That oil change will be done at CXY at a now approved FBO to save A9 ferry flight cost. The same holds true for oil changes at DYL (N206CP) MQS (N99338) UKT (N848CP) FKL (N94800). At the present, the FBO's at AGC (N656CP) ERI (N981CP) LNS (N99467) have not responded to my request to show proof of insurance as required by CAPR 66-1. N9440X recently completed an annual inspection and is fully mission capable.

In the East, we did experience several maintenance discrepancies which grounded N206CP at DYL from 12/11/2010 through 1/6/2011. Aircraft N99553 which was released from New Jersey on 12/2/2010 after 18 months under repair, flew 3 flights, two of which ended in grounding the aircraft. At this writing, the aircraft has again been released in New Jersey and is awaiting pick up. Aircrafts N97313, N848CP, N99338 and N66MA are fully mission capable. N99467 is under radio and transponder repair at Penn Avioncs and is not mission capable.

Within a week or two we will start fitting our fleet with type 406 ELT beacons. The work will be performed by Penn Avionics at Brandywine airport (KOQN). Each aircraft will require 1 week for the conversion. We intend to use a "floater" aircraft rather than a "chase" aircraft when delivering the airframes to Penn Avionics. The pilot flying into OQN, on a Saturday or Sunday will return to his base using the floater aircraft and return the following weekend dropping off the floater and taking the converted aircraft home. Cost savings in A9 flights will be in the area of fifty (50) percent.

Respectfully submitted,

JOHN J. WECKERLE, Captain, CAP
Logistics Maintenance Officer
Pennsylvania Wing Civil Air Patrol

Stan / Eval – Maj Russell

On 3 Dec I participated in a Region DOV Teleconference. Here are some of the high lites.

1. National is considering developing a **Hazard Reporting System** similar to the AF Operational Hazard Report (OHR).
2. We will be switch to an **electronic Form 5** this this summer. It will be a graded form 5 consisting of 4 grades.

- Grade 1 - Unqualified
- Grade 2 - Qualified Poor
- Grade 3 - Qualified Average
- Grade 4 - Qualified Excellent.

The overall grade cannot be higher that the lowest sub area grade. Grades 2-4 meet PTS standards (previously graded S). The grade itself is designed to give FEEDBACK to the pilot. All Grades 1 & 2 must be debriefed.

3. National is developing an **Observer Emergency Pilot Course**. This course will be similar to the AOPA "pinch hitter" course designed to train an Observer to land an airplane in case of pilot incapacitation. I guess this was Nationals way of addressing the "aging pilot" issue.

BRUCE "Frosty" RUSSELL, Major, CAP
PA Wing Standards & Evaluation Officer
Pennsylvania Wing Civil Air Patrol
Office: 717-861-2536
Fax: 717-861-8962
Cell: 717-580-2785

Communications – Lt Col Chubski

1. Continuing to work on getting radios programmed to be issued to the Groups.
2. I need to return 8 EF Johnson mobiles back to the NTC for repair.
3. Spend 2 weekends work on the inventory and making power cords and missing parts for radios at wing. Units are not returning all the cables and we don't have money to purchase parts.
4. All the required comm Plans have been submitted to national
5. My H-1 report was also submitted on time to national.
6. I'm also working on issuing the remaining groups Ht kits. The Ht will come from the old wing kits. Money is the holdup for the cases.
7. The wing also received 19 new EF Johnson Hts. These HT are part of the exchange program at the NTC
8. No news on the new repeater that the wing asked for Cherry Springs. This repeater was approved as corporate equipment by the NRCG and we are currently using a analog repeater at this site.
9. To my knowledge.....all 25 repeater are on the air.
10. In the next few weeks.....we are planning a work day at the Elk Mt site to fix the electrical panel. (We have a bad breaker) and to install more grounding at the site for the antenna system.
11. I have at least a dozen mikes that need repaired.....most need connectors.
12. The comm Staff purchased the required connector for the aircraft. We are planning to make a mufti connector function. We have 5 of these connects and they cost about \$30 each. These are items that NTC or CAP will not issue.

DAVE CHUBSKI, Lt Col, CAP
Director of Communications
Pennsylvania Wing Civil Air Patrol

Professional Development – Maj Carlson

2011 NERSC will be held in 2 locations – Contacts are: (South) Lt. Col. Timothy Kinsella, tkinsella@ner.cap.gov and (North) Maj. Darren Cioffi, dcioffi@ner.cap.gov

PD Courses completed by PA Wing members between 1-SEPT-2010 and 11-JAN-2011:

AEPSM	18
ECI 13/BOC	32
SLS	15
CLC	27
NSC	2
SOS	1

46 PA Wing members progressed in their Specialty Track Ratings between 1-SEPT-2010 and 11-JAN-2011:

TECHNICIAN	31
SENIOR	10
MASTER	5

77 PA Wing members achieved their next Level in the PD program between 1-SEPT-2010 and 11-JAN-2011:

LV1	48
LV2	22
LV3	5
LV4	2

New Member Kit – A Welcome to the New CAP Member!

The Civil Air Patrol is a non-profit service oriented organization that is truly helping America. To help you get started we have provided you with this New Member Kit...simply click on each link below. *NHQ-PD Staff*

http://www.capmembers.com/cap_university/new_member_kit/index.cfm

[New Member Kit Booklet](#)

[Great Start Booklet](#)

[Respect On Display Pamphlet](#)

Air War College Temporarily Suspended (4 Jan 11) Due to some challenges at the Air University level, Air War College testing in all formats will be suspended from 6-20 January. Air War College is the only course affected. AU apologizes for the inconvenience and we will keep you posted on any further information we receive. *NHQ-PD Staff*

New CAPP 50-10, New Horizons-Guide for Cadet to Senior Member Transition
Posted (9 Dec 10) New...CAPP 50-10, 9 Dec 10, New Horizons-Guide for Cadet to Senior Member Transition. [Click here for CAPP 50-10](#) *NHQ-PD Staff*

PD Tip of the Week: Ask a cadet to help with teaching new seniors about uniform wear, saluting, drill-in-place (Attention, Parade Rest, At Ease, etc). - *NHQ- Professional Development is introducing a "PD Tip of the Week" on the CAP University web page with tips and tools for CAP PD officers at all levels. The page will be updated every Friday and can be found at http://www.capmembers.com/cap_university/. POC: Joe Piccotti – jpiccotti@capnhq.gov.*

Upcoming PD courses :

All PA Wing PD courses are included on the PA Wing calendar

Additional area courses include:

SLS – Maine 29 Jan 11 Bangor Air National Guard Capt Joseph F. Roberts
jroberts@mewg.cap.gov 207-357-3782

SLS – New Jersey 26 Feb 11 McGuire AFB Lt. Col Joseph Milano
joseph.milano@njwg.cap.gov 723-539-7173

SLS – New York 22 Jan 11 LI Group HQ Lt Col Louis P. Fenech, Jr. -
sqcmdr@capli.com 631-563-3440

And if you're headed for a WINTER GREAT VACATION, you can do a SLS in Hawaii:

SLS – Hawaii 26-27 Feb 11 Wing HQ, HI Capt Eduardo R. Zayas edzayas@gmail.com
808-344-7027

CLC – Maine 26 Feb 11 Camp Keyes Capt Joseph F. Roberts jroberts@mewg.cap.gov
207-357-3782

CLC – Maryland 25-27 Feb 11 Camp Fretterd Capt (Dr.) Mark A. Kukucka
pd@mdcap.org

And if you're headed south for the winter:

CLC – Florida 29 Jan 11 Group 3 HQ Mac Dill AFB - Lt Col William Rogerson -
rogersonw@tampabay.rr.com 863-324-2771

CLC – Florida 5 Feb 11 - Red Cross, Ft. Myers - Capt Jeffrey P. Carlson
jcarlson@flwg.us 941- 228-4254

RSC – MER – 11-18 June 2011 - McDaniel College, Westminster, MD
Lt Col Nancy Gleaton nancy@gleaton.org <http://www.mer-rsc.org/>

Unit Commander's Course (UCC)

UCC - Maine 22 Jan 11 Bangor Air National Guard Capt Joseph F. Roberts -
jroberts@mewg.cap.gov 207-357-3782

UCC - New Jersey 22 Jan 11 McGuire AFB Lt Col Joseph Milano
joseph.milano@njwg.cap.gov 723-539-7173

Public Affairs (PAO) – Maj Carlson

Public Affairs Officer Specialty Track Technician Rating Training

Per MEMORANDUM FROM: CAP/PA and NHQ/PA

FOR: CAP WING PUBLIC AFFAIRS OFFICERS

Dated: 22 November 2010

“... Update on AFAIDL [sic] Course 02010 and its Replacement ... Members can still progress in the PA Specialty Track without completion of 02010 ... we [CAP/PA and NHQ/PA] waived the requirement that PAOs complete Course 02010 earlier this year, and removed the course from the inventory ...”

http://www.capmembers.com/file.cfm/media/blogs/documents/MEMO_PA_Specialty_Track_FD8F308E6F7F6.pdf

Col Lee: Please note: *I'd like to discuss with you a proposal to issue an Interim PA Wing Supplemental Regulation regarding training for the Public Affairs Officer Qualifications for Technician Specialty Track Rating.*

Background – Thru this one action, National has removed a large portion of the available training to the PAO.

National has nothing to replace it in the interim –it was just eliminated from the PAO arsenal of training options.

National has created an irresponsible and dangerous loop-hole going forward.

Proposal – In the interest of quality training, consistency, continuity, our members' safety, the Public Perception of CAP as a whole, and level-playing field across the board, I propose we (PA Wing) take a stand and continue the requirement of this training until such time when National does get something for the PAO members.

I can direct and supervise the training method and qualifications approval based on the AFIADL Course 02010.

Qualifications – I am qualified to direct and supervise this training as evidenced by my passing grade of 98 (out of 100) in this same Course 02010, as well as, my professional qualifications, and my experience as a squadron and wing PAO.

2010 Wreaths Across America – 4 Pennsylvania Locations - December 11, 2010

1. SOMERSET COUNTY - Flight 93 National Memorial, Somerset County, PA (Lt Col Sandy Brandon)
2. PITTSBURGH - National Cemetery of the Alleghenies, Bridgeville, PA (Lt Col Robin Steiner)
3. HARRISBURG - Indiantown Gap National Cemetery, Annville, PA (Maj Kate Flick)
4. PHILADELPHIA - Philadelphia National Cemetery, Philadelphia, PA (Capt Nate Walters)
5. ERIE - PA Soldiers and Sailors Home, Erie, PA (Capt Michael Adamus)

- SOMERSET COUNTY - Flight 93 National Memorial - Wreaths Across America - December 11, 2010 - <http://www.youtube.com/watch?v=PWUVw-sPnhQ>
- SOMERSET COUNTY - Wreaths Across America 2010 - Flight 93 National Memorial - Nittany Composite Squadron Color Guard - <http://goo.gl/photos/me2NVMfnzl>

CAP website has a NEW LOOK

<http://www.gocivilairpatrol.com/> check it out!

CAP NHQ has a Facebook page -

<http://www.facebook.com/pages/Civil-Air-Patrol/107647995924164>

[January-March 2011 Volunteer Magazine Posted Online](#) 23 Dec 2010

[New CAPR 190-1, 4 Jun 07, Civil Air Patrol Public Affairs Program \(Includes Change 2, 23 Dec 10\)](#) 23 Dec 2010

Theme and Logo Contest

CAP is looking for your help and creativity! We invite you to submit your idea for a theme and/or a logo for the 2011 National Conference that will be held in Louisville, KY on 17-20 August as well as for the 70th anniversary of CAP's founding. The challenge is to tie your National Conference theme/logo to CAP's 70th anniversary, which will also be celebrated in 2011.

Please e-mail your entry to paa@capnhq.gov no later than 1 February 2011. Please type "theme/logo" in the subject line of the e-mail and include your full name, rank, CAPID, full mailing address and e-mail address in your entry.

This contest is open to all CAP members. Members with winning entries will receive a free registration to the 2011 National Conference. The 2011 theme and logo will be announced on the www.capvolunteernow.com website, <http://www.capvolunteernow.com>, by 15 April. http://www.capmembers.com/cap_national_hq/public_affairs/theme_and_logo_contest.cfm

AND This update was received today 14-JAN-2011 at 10:30 am: (oh oops!)

-----Original Message-----

From: Cox, Steve <SCOX@capnhq.gov>

Sent: Fri, Jan 14, 2011 10:33 am

Subject: Theme/Logo Contest deadline extended

Greetings,

A computer crash has resulted in NHQ/PA losing most theme/logo ideas submitted to date. Therefore, we are extending the deadline for submissions to Feb. 15. All members are asked to resubmit their ideas as noted below.

We invite you to submit your idea for a theme and/or a logo for the 2011 National Conference that will be held in Louisville, Ky., Aug. 17-20, as well as for the 70th anniversary of CAP's founding. The challenge is to tie your National Conference theme/logo to CAP's 70th anniversary, which will also be celebrated in 2011.

Please e-mail your entry to paa@capnhq.gov no later than Feb. 15, 2011. Please type "theme/logo" in the subject line of the e-mail and include your full name, rank, CAPID, full mailing address and e-mail address in your entry.
This contest is open to all CAP members.

Members with winning entries will receive a free registration to the 2011 National Conference. The 2011 theme and logo will be announced on the VolunteerNow website, <http://www.capvolunteernow.com>, by April 15.
Happy New Year and good luck! Regards,
Steve Cox, Public Affairs Manager, Civil Air Patrol National Headquarters

PA Essentials

From the official blog of Civil Air Patrol National Headquarters Public Affairs.
http://www.capmembers.com/cap_national_hq/public_affairs/pa_essentials.cfm

Public Awareness Guide For PAOs Available

December 30, 2010

Civil Air Patrol Lt. Col. Constance O'Grady has crafted a guide for PAOs. Entitled Public Awareness You, The PAO, Vol. 2, the guide can be accessed by clicking the icon at top right, or by going to the Public Affairs homepage on [capmembers.com](http://www.capmembers.com) and clicking on the appropriate link under...

[\[Read More\]](#)

Theme/Logo Contest Begins For 2011 National Conference and 70th Anniversary

December 29, 2010

CAP is looking for your help and creativity! We invite you to submit your idea for a theme and/or a logo for the 2011 National Conference that will be held in Louisville, Ky., Aug. 17-20 as well as for the 70th anniversary of CAP's founding. The challenge is to tie...

[\[Read More\]](#)

Public Affairs Summit Info Provided To PAOs

December 21, 2010

Region and Wing PAOs: Please find attached information from the recent Public Affairs Summit for your review. Click on the icons at right. Please feel free to share with your unit PAOs. Thanks for all that you do for CAP and have a great day! Al. AL PABON, Major,...

[\[Read More\]](#)

A Holiday Message From The National PA Team Leader

December 17, 2010

Dear PAOs, Please find attached, at right, my holiday message to you. It contains some updates on our work that I wanted to share. I also wanted to personally thank you for all of your great work this year. Your efforts have resulted in more people learning about CAP and...

[\[Read More\]](#)

Criteria To Consider For National PAO Of The Year Nominations

December 17, 2010

Dear Region PA Directors and Wing PAOs, Please find attached, at right, a memo from Julie Debaradelaben and I on the criteria that the National PA Team will use when reviewing the nominations for the 2010 Col. Robert Payton National PAO of the Year Award. We strongly suggest that you...

[Read More]

Memo On PA Specialty Track

November 22, 2010

Dear Wing and Region PAOs, Please find attached a memo updating you on the revisions to CAPP 201 and the replacement for the AFAIDL PAO Course. Please give this the widest possible distribution. I hope to have another update on this topic to you soon. Thanks for all that you...

[Read More]

Click Here For Easy Access To Boilerplate Statement

November 15, 2010

In order to ensure Civil Air Patrol public affairs officers have ready access at all times to CAPs boilerplate statement for news releases, the current statement will always be available at www.capmembers.com/boilerplate. Please make note of this link and check it frequently for updates.

[Read More]

E-edition of 'Volunteer' Magazine Goes Live

November 15, 2010

Civil Air Patrol Volunteer magazine is now available in digital format, powered by iMirus. This is a user-friendly electronic service designed to enhance your reading of the Volunteer. The new E-edition can be accessed directly through www.capvolunteernow.com. Just click on the CAP Volunteer button in the top left-hand corner of...

[Read More]

Hometown News Release Program

The Civil Air Patrol Hometown News Release Program is an easy way for PAOs to issue news releases to local media outlets about selected accomplishments and achievements of the CAP members in their unit. Hometown news release templates have been written from the events cited below and others will be added throughout the year as information becomes available. To download the release, just right click on the event name and click on "save as" – or to read it, just left click on the event name and select "open."

Release guidelines: PAOs may choose to issue a hometown news release before and/or after a special event. If before, send it out about 10 days prior to the start of an event; if after, send it out as soon as possible after the event ends. Please send publicity garnered through your efforts to CAP NHQ at scox@capnhq.gov.

http://www.capmembers.com/cap_national_hq/public_affairs/hometown_news_release_program/

For the Public Affairs Officer

start by looking at

- A) Specialty Track Study Guide Pamphlet for the Public Affairs Officer [P201](#)
- B) and the CAP Public Affairs Regulation [R190-1](#)

C) The North Central Region Public Affairs website has a great
"For the New PAO New PAO's Orientation"

<http://www.ncrpao.org/>

Encourage to read use and review the Guide to CAP Public Affairs
<http://www.pawingcap.com/public-affairs>

- (Chap, 1 - 8) [CAPR 190-1 Vol I](#)
(Chap. 9 - 12) [CAPR 190-1 Vol II](#)

and ALWAYS have a digital camera with you - make sure it's set for high resolution photos. (you can always write an article later, but you cannot take photos other than at the event/activity)

ANNETTE CARLSON, Major, CAP
Director, Professional Development &
Wing Public Affairs
Pennsylvania Wing Civil Air Patrol

Chaplain – Lt Col Walters

1. Ch. Lt. Col. Gene Walters has been asked to lead the Wing CISM mission, and has accepted appointment to the position.
2. Ch. Capt. Randall Matheny was invited to accept appointment as Wing Chaplain by Wing Chief of Staff Maj. Roy Long, on behalf of Wing Commander Col. Mark Lee, and has accepted appointment to the position.
3. Wing Chaplain Statistical Report CAPF 34A for July through December 2010 was compiled by Ch. Capt. Randall F. Matheny at the request of Ch. Lt. Col. Gene Walters, who was recovering from illness after hospitalization in the last quarter of 2010. Ch. Matheny submitted the report via email on 13 Jan 11 to Col. Lee, Maj. Long, the Wing secretary, and to NER HC Lt. Col. Van Don Williams.
4. Out of 32 chaplains and CDIs, 21 reported and 11 did not submit reports. 7 cadet squadrons, 34 composite squadrons, and 1 senior squadron have neither a chaplain or CDI.
5. Ch. Matheny will prepare a plan of action in consultation with group and squadron chaplains and CDIs to address the weaknesses identified in the statistical report.

Respectfully,

Ch. Randall F. Matheny, Captain, CAP
Asst. Wing Chaplain
Pennsylvania Wing Civil Air Patrol

Finance – Lt Col Riley

PA Wing is operating on reserve funds. With the Commonwealth of PA and the United States Budget concerns and the economy I personally do not anticipate any additional funding this fiscal year or next.

With that being the case any funds spent equates to a \$0 balance in the PA Wing account sooner than later.

All expenses must be pre approved before the expenses are incurred. Please, be frugal with all spending.

There is a new PA Wing 108 I'm hoping to get this on the pawingcap.com website this has the new chart of account numbers on the attached pages. Handout

Units will need to do more fundraising to help their members with Encampment, SAR Training, OFlights, and Mission Training Flying.

If any unit needs help for Finance Training please contact me.

DeETTE RILEY, Lt Col. CAP,
Director of Finance
Pennsylvania Wing Civil Air Patrol

Administration / Personnel – Lt Col Hayes

I will not be able to attend the meeting this Saturday due to a baby shower for my granddaughter in Pittsburgh.

I am checking to make sure everyone is assigned on a CAPF 2A along with being assigned electronically. Each member assigned will receive a copy of the CAPF 2A to put in their Continuity Binder.

WILLA J. HAYES, Lt Col., CAP
Director of Personnel / Administration
Pennsylvania Wing Civil Air Patrol

Logistics – Lt Col Postupak

LGT

1. New LTG

Capt. Dick Schutter has been newly appointed to the position and is familiarizing himself with the position. He is working with COS Maj. Roy Long to streamline the CAP DL application process.

2. Meeting Scheduled

LGT and LG meeting 15 Jan 11 to review requirements of the position.

LGM

The gliders have been transferred to NER. We are in process of transferring the glider trailer to NER.

1. Vehicle database in ORMS

The following memo received and needs action by all units with vehicles:

2011Memorandum for NER Wing Headquarters LGT's
3 Dec 2010

Subject: Maintenance Module in ORMS

From: NER DCS/LGT

Greetings,

During a review Vehicle database in ORMS I have noticed Wings and Squadrons are not entering applicable maintenance actions; preventative and/or major repairs into the system. Some LGT's may not be aware of this function and feature under the Maintenance Link within the ORMS Vehicle Search. This is a required input for NHQ vehicle fleet tracking. New vehicle distribution decisions are based data input and on time reporting, which this Region has done an excellent job reflecting on the latest number of vehicles to be received in NER. Below is a sequence to follow to enter maintenance data on your Wing assigned vehicles;

- Enter the ORMS database as you normally would
- Lower left hand side on the main menu select vehicle search
- Enter appropriate Search information; Wing or Unit and Vehicle ID
- Four header categories will appear on top of the screen..select Maintenance
- The maintenance screen will ask who did the work, date of work, number of man hours, total cost, what parts were used and lastly what work was done. Once all applicable information is complete hit the submit button. Record will be entered and screen will then update and allow you will see the entered as

maintenance items. Now at this point if you believe you have made a mistake you can either delete the item or update the item which ever you desire.

This a quick set up of the maintenance function in ORMS. This is a required item just like the monthly mileage. As the ORMS program was initiated in Jan 2010, enter only vehicle data starting from Jan 2010 to establish the baseline. I would like you all to complete the baseline vehicle maintenance information NLT 31 January 2011. Once this is complete, moving forward the squadron LGT's or designee's can enter maintenance items into ORMS on a routine basis coinciding with the monthly mileage reporting. Vehicle should be available from the CAP Form 73.

Any issues dealing with Maintenance input in ORMS feel free to contact myself or Captain Huelsenbeck to guide you through the process.

Respectfully,

Arthur Stockhausen, Jr 1Lt

NER DCS/LGT
Cc; NER/LG
NERWG/LG's
NERWG/LGT's

2. New Van Received

One new van has been received by PAWG HQ from their annual procurement. It will replace 37203 which will be DRMO'd. Allocation will determined by PAWG CC. One request received from PAWG VC to allocate new vehicle to Group 1.

To All;

Group One is in dire need of a new Van. We have several very large Squadrons now. We also have several very rural areas that are also mountainous. Lastly, it has been quite awhile since Group One has received a new van.

The van we propose to replace had to make 2 trips to Wing HQ and only once actually made it without breaking down along the road. We have put a large amount of money into this van and it still is un trustworthy for travel.

I believe it would be in the Pa Wing's best interest to replace this van at this time. We would put a new van at Sq 603 as it is the largest unit as well as it would be making monthly trips to Wing HQ's as cadets from Sq 603 are on the Wing CAC. We then could put the next 3 best operating vans at Sq 601, 602 and 1502 which are the next 3 largest Squadrons and have the largest Group teams. The last van of Group One would be to the northern edge of the Group at Sq 712 which is Butler.

Sincerely

Gary L. Fleming, Maj., CAP
Vice-Commander, Pa Wing
Commander, Group One

724-456-0151 - Cell
724-646-2274 - Home/Office

3. Yearly Real Property Survey

Required yearly submission of real property survey required of EVERY unit. Initial request with NEW requirements sent out in 1 Dec 10. Response has been poor. A second mailing to all units was sent 14 Jan 11. Every unit must submit one to PAWG HQ by 31 Jan 11. Copy letter attached below.

Good Afternoon!

Just received specifics for interim procedures for real property survey to be conducted beginning 1 Jan and completed by 31 Mar 2011

Review and follow procedure below, using ONLY the revised reporting form attached above (DO NOT USE PRIOR EDITIONS):

Interim Procedures for Real Property Accountability

The Real Property module of ORMS is currently under construction with the date of completion to be determined. Please perform the following actions until it becomes available

- The real property inventory will be conducted along with other property categories beginning 1 January and completed by 31 March. Inventories will be conducted manually by ensuring all active units have a current real property survey on file accompanied by leases, licenses, rental agreements and all other documents connected to real property as applicable.
 - Wing headquarters shall maintain a consolidated active file of wing headquarters and subordinate units within their wing.
 - Region headquarters shall maintain files for region headquarters property.
- Once the real property module is available, units will upload current data into ORMS.
- Do not forward documents to NHQ except where required in Chapter 6 of CAPR 174-1.
- Compliance Inspections and CAP-USAF audits may review real property files for accuracy/currency.

Thank You!

Jim

James T. Postupack, Lt. Col., USAF-AUX
PAWG LG

4. Letter of Congratulations from SD 22 Nov 10

Wing Communications, Logistics, and Transportation did well during the Survey Audit on 12 November, The Wing also shined during an AF Audit Agency inspection of the Wing as a CAP representative wing, making all of CAP and CAP-USAF look good in Dec 2008. Wing personnel leading the logistics and communication functions deserve great credit, they work hard and are diligent in their approach to their CAP duties. Such personnel reflect great credit upon the Wing, Civil Air Patrol and the United States Air Force.

//SIGNED//

BRUCE A. BERNER, GS-12
State Director CAP-USAF Liaison
OFFICE: 609 754-2891 (DSN: 650)
FAX: 609 754-3259 CELL: 609 351-3991

5. Vehicle Justification

All units are reminded if feel they qualify for a vehicle to submit a completed CAPF 175 to PAWG HQ by 31 Jan 11. This will be reviewed by the PAWG CC and forwarded up the COC. These requests when reviewed by NHQ provide justification as to where vehicles allocated as well as number purchased.

6. Vehicle Inspection April 2011

As we have done in the past 2 years, all vehicles as per Col. Lee will need be brought to FTIG to be inspected. Director of this years inspection will be Capt. Dick Schutter.

Documentation of routine maintenance is still a major deficiency for most vehicles.

NHQ, NER, and PAWG require 100% compliance.

7. Transfer Vans to Real Property

As the 8 FEMA vans and 1 Cargo van are not maintained as vehicles, we are awaiting guidance from NER and NHQ. One major concern is the formaldehyde used in their construction.

8. Annual Inspection ORMS

From 1 Jan through 31 Mar, 100 % all of equipment, supplies, vehicles and aircraft need be accounted for using ORMS.

Personal issue equipment needs be verified by the appropriate third party. All units must inventory and verify their holdings.

Please do this today or as soon as possible and not wait. Unit or personal property in possession of expired members needs be accounted for by the unit and efforts to collect this need be documented in ORMS. Take advantage of ORMS and check at least weekly as notice is given for those members whose membership will expire in 30 days. Verify they renew membership in short order and/or get property back prior to expiration. This will save considerable headache.

Set Mar 15 as the actual date to have this completed by as of this date NER will be inquiring as to why you have not completed this already.

James T. Postupack, Lt. Col., CAP
Director of Logistics
Pennsylvania Wing Civil Air Patrol

Supply – Lt Col Lindermuth

Wednesday 22 Dec. 2010

Supply work day PAWG HQ's. Bag uniforms etc. for PAWG units and clean Logistics area

Tuesday 4 Jan.2011

Supply work day Wing Hq's. Start wing vehicles and complete Vehicle CAPF-73's. All PAWG vehicles started with the exception of the Ford Bronco. Starter problem.

TERRRY LINDERMUTH, Lt Col., CAP
Supply Officer
Pennsylvania Wing Civil Air Patrol

BARBARA SNYDER, Captain, CAP
Assist. Supply Officer
Pennsylvania Wing Civil Air Patrol

Transportation – Capt. Schutter

All van reports were in on time for the month of December. 2010.

We are going to work on making sure that the van reports are on time for the year 2011.

We did have some problem with van reports being late and not having a signature on the capf73 for the month October and November we do not need that to happen in the year 2011. This has been a problem in the past years. I will be working on fixing the problem. For the year 2011

DICK SCHUTTER, Captain, CAP
Logistics Transportation Officer
Pennsylvania Wing Civil Air Patrol

Inspector General – Lt Col Allen

What's going good:

1. As of 15 Jan 2011, all units in PA Wing have had an SUI in the last 36 months.

What's not going good:

- 1 Unit commanders are not sending in CAP Memorandums in response to their Sub Unit Inspections (SUI) (needed even if no Findings, so they will get credit for the SUI).
2. Unit commanders are not watching the Wing Inspection schedule for the dates that their Self Assessments (SA) are due.
3. Unit commanders need to also send in CAP Memorandums in response to their SAs (needed even if no Findings, so they will get credit for the SA).
4. Unit commanders should submit a response to Findings in CAP Memorandum format.

Regards,

"Doug"

DOUGLAS ALLEN, Lt Col., CAP
Wing Inspector General
Pennsylvania Wing Civil Air Patrol

Historian – Col. Kopczynski

No Report Submitted.

Legal – Lt Col Sloane

No report from Legal this month.



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

MEMORANDUM FOR CAP PENNSYLVANIA WING COMMANDER

12 Nov 2010

FROM: CAP-USAF North East LR/LG
2610 POW/MIA Blvd
McGuire AFB, NJ 08641

SUBJECT: Annual Survey Audit – CAP Pennsylvania Wing

1. The Annual Survey Audit of the Pennsylvania Wing and six subordinate units was conducted 1 Dec to 2 Dec 2009 in accordance with CAPR 174-1, CAPR77-1, and CAPR 100-1, by TSgt Chiquita Holloway, USAF, North East Liaison Region, Director of Logistics, and assisted by Mr. Bruce Berner, Pennsylvania Wing CAP-USAF State Director.

2. **The Wing overall rating for this audit is Successful.** The previous Survey Audit of the Pennsylvania Wing was conducted 18 Mar to 20 Mar 2008 with an overall rating of Successful.

3. **Pennsylvania Wing Headquarters: Overall Rating of Excellent.** The results/discrepancies of survey/audit are as follows:

a. **SUPPLY – (Excellent):**

- (1) **COMMENDABLE:** The administrator, Laura and Barbara Snyder were able to locate the requested property in question during this audit in an efficient manner. CAP USAF NELR LG noted an impeccable record keeping system. Ms. Laura was quite helpful and very professional. Superb, team effort during the Supply & Equipment Survey Audit with all who assisted. They do not take property accountability lightly but quite serious when knowing where assets are located. Records on hand were extremely organized. If the property was not available, the logistics officer had pictures on hand for documentation. The CAPR 174-1, Para 1-2 was executed very well.
- (2) **OBSERVATION:** There are no region and wing supplements implemented at the Wing level to submit to NHQ. Mr. Terry Lindermuth maintains a master level and Barbara Snyder maintain a senior level for logistics and James Postupack maintains a senior level for logistics. All personnel have a current CAPF 2a on hand. Annual inventory has been completed on time. Currently there are no items shipped out for repair. NELR LG checked for hazardous items and there are none stored at the Wing. The PA Wing does not have property on loan outside their agency. There were no discrepancies noted.
- (3) **OBSERVATION:** Property Tag 922949-PCN 89638, Property Tag 922712-PCN 89493, and Property Tag 922953-PCN 89640 is located on the unit 000 accounts.

Group 826 was deactivated; however, this printer went missing. PA Wing tried to locate the Unit CC to recoup the assets but was unsuccessful. The item is pending a Report of Survey on the 000 account.

- (4) FINDING #1: The following items have been reported missing since May 2009. The CAP ID 919152 condition has been change to missing/damage and requires an investigator IAW CAPR 2-25.
- (5) OBSERVATION: Although the CAPR 174-1 does not state a time frame for document upload. CAP ID 921670, 921661, 922848, 904157, must have the ROS report document uploaded in ORMS. Six months is a lengthy time from the date of appointment with no uploaded document. There are property tags that are awaiting Wing recommended assessment.

b. **COMMUNICATIONS – (Excellent):**

- (1) OBSERVATION: The communication officer located all items randomly chosen for this audit. CAP tags were placed on all non-expendable property. Repairs are conducted locally. There are no items shipped out for repair.
- (2) OBSERVATION: DC reported assets missing and an investigator has been appointed. There are several communication property line items that do not have the report of survey document uploaded. There are few property tags awaiting Wing recommended assessment.
- (3) OBSERVATION: The real property survey is current with a date of 3 March 2010. A building lease agreement is in place between the Department of General Services agent for the Department of Military and Veteran Affairs and PA Wing, CAP, INC USAF Auxiliary. These documents have been in place from September 17, 1989 with signatures dated from 1989 to 1999.

c. **OTHER (housekeeping, safety, security, etc.):**

- (1) OBSERVATIONS: All offices from the Wing HQ to Squadron units were very clean and organized with little to no clutter. Storage rooms were secured with limited access.

d. **Vehicles:**

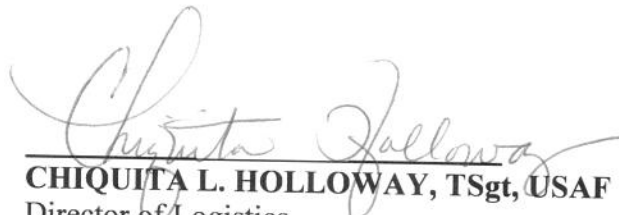
- (1) FINDING #2: Vehicle IDs 37021, 37050, and 37670 were inspected for the purpose of the Survey Audit. Vehicle CAP ID 37021 is an old van in fairly good condition. There were no discrepancies associated with vehicle 37021. Vehicle CAP ID 37050 and 37670 would not start. Wing has paperwork on hand showing several needed repairs.

e. **AIRCRAFT:**

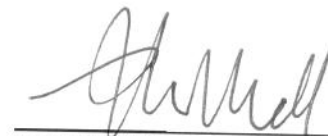
- (1) **FINDING #3:** On 20 September 2010 an in-depth inspection was performed on aircraft 9824L and 981CP by State Director Mr. Bruce Berner. The cool plugs were missing in CAP plane 981CP. CAP plane VOR operational check was noted completed within the 30 days if A/C to fly IFR (7/11/10)

4. **York Composite Squadron (Charter # 301): Overall Rating of Successful.** The results/discrepancies of survey/audit are as follows:
- a. **SUPPLY - (Finding #4):** 100% inventory completed with 50% accuracy rate. A laptop serial number does not match.
5. **Allegheny County Squadron (Charter # 602): Overall Rating of Unsuccessful.** The results/discrepancies of survey/audit are as follows:
- a. **SUPPLY – (Unsuccessful):** N/A
6. **Philadelphia Composite Squadron (Charter #103): Overall Rating of Successful.** The results/discrepancies of survey/audit are as follows:
- a. **SUPPLY – (Successful):** 100% inventory completed with 100% accuracy rate.
7. **Philadelphia Composite Squadron (Charter # 102): Overall Rating of Successful.** The results/discrepancies of survey/audit are as follows:
- a. **SUPPLY – (Successful):** 100% inventory completed with 100% accuracy rate. The laptop was not available but the Squadron commander showed NELR LG the 37E documentation which issued the property to the CAP member. NELR LG recommends an issue of property in ORMS.
8. **North Philadelphia Senior Squadron (Charter # 105): Overall Rating of Successful.** The results/discrepancies of survey/audit are as follows:
- a. **SUPPLY – (Successful):** 100% inventory completed with 100% accuracy rate. The Squadron Commander had all property available for inspection. Unit 105 CC maintains good records.
9. **Northeast Philadelphia Composite Squadron (Charter # 104): Overall Rating of Successful.** The results/discrepancies of survey/audit are as follows:
- a. **SUPPLY – (Finding #5):** 100% inventory completed with 50% accuracy rate. The office jet printer was on hand but the laptop was at the unit commander home. The property should be brought in or issued to the individual.

11. Request the Pennsylvania Wing Commander forward a corrective action report, through the State Director, to the CAP-USAF LR/CC/LG, within 45 days of the report date **13 December 2010** for all discrepancies identified as "FINDINGS". Report due **31 January 2011**.


CHIQUITA L. HOLLOWAY, TSgt, USAF
Director of Logistics

Concur /Nonconcur:


TIMOTHY R. RUSSELL, Lt Col, USAF
Acting Commander

cc: CAP NER/LG
CAP Wing LG
CAP-USAF/SD
HQ CAP/LG